

**BOARD MEETING:** Regular  
**DATE:** Wednesday, June 5, 2019  
**TIME:** 6:00 p.m.  
**PLACE:** Naples High School Cafeteria

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of May 21, 2019 (Board Action)

IV. Executive Session (Board Action)

V. Pledge of Allegiance

VI. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.

Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (*Individual comments will be limited to three minutes.*)

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.

Board Reponse: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.

VII. Points of Interest

VIII. Superintendent Recognitions & Updates

- Kudos
- Thank You and Good Luck Owen Kennedy
- Restorative Circles
- Mental Health Team Update
- Capital Project Update

IX. Board Reports

- Facilities Committee
- Student Representative Owen Kennedy

X. Minutes (Board Action)

- Annual Meeting of May 21, 2019
- Regular Meeting of May 21, 2019

XI. Award Bids

- Vehicle #M3: 2011 Ford F-250 Super Duty Truck (Board Action)
- Vehicle #MI: 2006 Chevy Suburban (Board Action)
- Vehicle #29: 2009 Chevy Suburban (Board Action)

XII. Business / Financial (Board Action)

- Discards
  - Food Service Department
  - Elementary School Library
- 2019-2020 Meal Prices
- Donation
- Student Field Trip
- Website Maintenance and Social Media Contract

XIII. Personnel (Board Action)

- Appointment
  - 2019-2020 Driver Education Teachers
  - TOSA
  - Science Teacher
- Unpaid Leave Requests
- 2019-2020 Summer Program Appointments
- 2019-2020 Summer Program Substitutes
- 2019-2020 Summer Hours

XIV. Consent Agenda Items (Board Action)

- CSE and 504 Committee Recommendations
- Volunteer(s)
- Substitute(s)
  - Teacher Aide

XV. Adjournment (Board Action)

## Regular Meeting

June 5, 2019

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, June 5, 2019 at \_\_\_\_\_ p.m. in the Naples High School Cafeteria.

Members Present:	Robert Brautigam	Thomas Hawks
	Joseph Callaghan	Kelley Louthan
	Carter Chapman	Gail Musnicki
	Brent Gerstner	Maura Sullivan
	Jacob Hall	Owen Kennedy

Members Absent:

Also Present: Matthew Frahm, Mitchell Ball, Kristina A. Saucke, E. Bridget Ashton, Heather Clark, Katherine Piedici and Anneke Radin-Snaith.

A quorum being present, the meeting was called to order at \_\_\_\_\_ p.m. by Board President Jacob Hall.

### **Motion:**

**2<sup>nd</sup>:**

Resolved, that the Board of Education approves the agenda of the Regular Meeting of June 5, 2019 as presented.

**Voting Yes:** **Motion Carried**

**Voting No:** **Motion Denied**

### **Motion:**

**2<sup>nd</sup>:**

Resolved, that the Board of Education approves calling an executive session at \_\_\_\_\_ p.m. for the purpose of discussing the employment history of a particular person or persons.

**Voting Yes:** **Motion Carried**

**Voting No:** **Motion Denied**

**Time out of Executive Session:** \_\_\_\_\_ p.m.

### **Motion:**

**2<sup>nd</sup>:**

Resolved, that the Board of Education approves the minutes of the following meeting(s):

- Annual Meeting of May 21, 2019
- Regular Meeting of May 21, 2019

**Voting Yes:** **Motion Carried**

**Voting No:** **Motion Denied**

### **Motion:**

**2<sup>nd</sup>:**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:**

- Resolved, that the Board of Education authorizes the following Bid Award:

Vehicle #M3: 2011 Ford F-250 Super Duty with Plow; 4x4; Regular Cab with 8' Box;  
Automatic 6.2 Engine; 19,204 miles  
Highest Bid: \$10,500.00

**Voting Yes:** **Motion Carried**

**Voting No:** **Motion Denied**

**Abstain:**

**Motion:**

**2<sup>nd</sup>:**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:**

- Resolved, that the Board of Education authorizes the following Bid Award:

Vehicle #MI: 2006 Chevy Suburban; 2500 4x4; Automatic 6.0 Engine; 106,073 miles  
Highest Bid: \$566.14

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Abstain:**

**Motion:**

**2<sup>nd</sup>:**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:**

- Resolved, that the Board of Education authorizes the following Bid Award:

Vehicle #29: 2009 Chevy Suburban; 2500 4x4; Automatic 6.0 Engine; 122,892 miles  
Highest Bid: \$1,600.00

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Abstain:**

**Motion:**

**2<sup>nd</sup>:**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:**

- Resolved, that approval be given for the following discards to be declared surplus property and approval given to discard as per Policy #5250:

- Food Service Department:
  - o One (1) Ice Machine - #IA05201256000
- Elementary Library:
  - o Fairy Tale Comics
  - o Tarantulas

- Resolved, that approval be given to establish the following prices for the Naples Central School District Breakfast/Lunch Program:

Student Lunch Price: Elementary - \$2.40

High School - \$2.65

Adult Lunch Price: \$3.84

- Resolved, that authorization be given to accept the generous donation from Crosby's of five hundred dollars (\$500), designated for the High School Music Program.
- Resolved, that the Board of Education authorizes that Naples students who participate in the Outdoor Adventures Class be granted approval for an overnight trip involving camping, fishing at Ontario County Park on Friday, June 14, 2019 at 2:30 p.m. through Saturday, June 15, 2019 (Itinerary attached).
- Resolved, that the Board of Education approves the monthly service contract between Naples Central School District and Pepper Makepeace for Website Maintenance and Social Media. (Attached)

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

**2<sup>nd</sup>:**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following personnel item as presented:**

- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following appointments:
  - Summer Driver Education Teachers for the 2019-2020 School Year, as per the Naples Teachers' Association current contract:
    - Matthew Green, 8548 Maxfield Road, Naples, NY 14512
    - Robert Birdsall, 8 Rushville Road, Naples, NY 14512
  - Carrie Grove, as a 1.0 FTE Teacher on Special Assignment, Instructional Specialist, effective July 1, 2019 and expiring on June 30, 2020. The certification area and status is Pre-Kindergarten, Kindergarten and Grades 1-6, Permanent. Salary for the 2019-20 school year will be Step 22 of the 2019-2020 Salary Distribution Schedule – Masters.
  - Ellen Ellison, to a probationary term of four (4) years beginning on July 1, 2019 and expiring on June 30, 2023, as Science Teacher, effective July 1, 2019. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of Highly Effective or Effective in at least three (3) of the four (4) preceding years and no Ineffective rating in the final year. The certification area and status is Biology 7-12, Internship Certificate. Salary for this position will be Step 2 of the 2019-2020 Distribution Schedule – Bachelors. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.
- Resolved, that the Board of Education approves the following request for an unpaid leave of absence:
  - Donald Christmas, School Bus Driver/School Monitor: May 28, 2019 and May 29, 2019
  - Barbara Welch, Teacher Aide: May 20, 2019
  - Kimberle Carmona, School Bus Driver: May 30, 2019 for 3.75 hours and June 3, 2019 through June 5, 2019.
- Resolved, that the Board of Education approves the following Summer Program appointments:
  - Summer Academy Program Teachers, salary as per negotiated agreement:

Jean Becker	Angela Lynk
Kara Houppert	Mary Cloninger (July 8 <sup>th</sup> through July 25 <sup>th</sup> )
Jeffrey Liebentritt	Dawn Mahan (July 29 <sup>th</sup> through August 1 <sup>st</sup> )
Seth Almekinder	Michelle Walpole
Therese Marble	

Sarah Waltman - Benchmarking (5 days between July 29<sup>th</sup> and August 8<sup>th</sup>)
  - Summer Academy Program Teacher Aides, salary as per negotiated agreement:

Holly Rector	Darlene Wolfanger
Trisa Harvey	
  - Summer Academy Program Temporary Teacher Aides from July 8, 2019 through August 8, 2019 at the 2019-2020 rate of pay for their regular full-time positions:
    - Christina Wheaton, Cook
    - Lyndsey Bjork, Food Service Helper

Summer Academy Program Temporary Teacher Aides from July 8, 2019 through August 8, 2019:

Laura Wixom, at the rate of \$11.10/hr.

Extended School Year Special Education Teachers, salary as per negotiated agreement:

Laurie Fitzgerald	Kyle Inda (07/29/19 - 08/16/19)
Jodie Schwartz (07/08/19 - 08/09/19)	Jennifer Lester (07/08/19 – 07/26/19)
Dawn Mahan (08/12/19 - 08/16/19)	Julie Fitzpatrick (07/29/19 – 08/16/19)
Hanna Fox (07/08/19 - 07/26/19)	

Extended School Year Special Education Teacher Aides, salary as per negotiated agreement:

Melinda Foster	Kelly Hall
Laura Ratt	

Extended School Year Special Education Temporary Teacher Aides from July 8, 2019 through August 16, 2019:

Rita Bradshaw, at the rate of \$11.10/hr.

Extended School Year Support Staff, salary as per negotiated agreement:

Tammy Matthews, Counseling  
Julie Austin, Music Therapy: One day/week for 6 weeks  
Nicole Dillon, Occupational Therapy (Contracted through BOCES)  
Stephanie Storms, Physical Therapy (Contracted through BOCES)

Kelly VandeSande, Nurse (07/08/19 – 07/26/19 and 08/12/19 – 08/14/19)  
Laura Finnan, Nurse (07/29/19 – 08/09/19 and 08/15/19 – 08/16/19)

- Resolved, that the Board of Education approves that regularly employed personnel may be called in to work as substitutes in the Extended School Year or Summer Academy programs as needed, salary as per negotiated agreement.
- Resolved, that the Board of Education approves that regularly employed personnel may be called in to work summer hours as needed, salary as per negotiated agreement.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

**2<sup>nd</sup>:**

**Resolved, that the Board of Education, upon the recommendation of Superintendent Matthew Frahm, approves the Consent Agenda Items as presented:**

- Resolved, that the Board of Education accepts the committee recommendations from the following meetings:
  - Committee on Special Education action of May 8, 2019; May 14, 2019; May 16, 2019; May 20, 2019; and May 22, 2019.
  - 504 Committee actions of May 8, 2019.
- Resolved, that the Board of Education hereby approves the following Volunteer:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Holly Heins	Volunteer	13 Reed Street, Naples, NY 14512

- Resolved, that the Board of Education hereby approves the following Substitute Appointment, pending a successful background clearance report provided to the school as a result of the fingerprinting process:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Lyndsey Bjork	Teacher Aide	22 Weld Street, Naples, NY 14512

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

**2<sup>nd</sup>:**

There being no further business, the Regular Meeting of June 5, 2019 is hereby adjourned at

\_\_\_\_\_.

**Voting Yes:**

**Voting No:**

**Motion Carried**

**Motion Denied**

# Outdoor Adventures Class

## Culminating Experience Itinerary

### 2019

#### Itinerary:

##### **Friday, June 14th**

2:30: School ends and prepare to leave

3:00: Depart from school, destination Ontario County Park

- Hike on the Bristol Hills Branch of the Finger Lakes Trail to county road 33 and the Betrus's house

5:30: Arrival at the Betrus House

- Set up tents

5:30-6:00: Dinner

- Outdoor cooking / Barbecue cooking
- Menu TBA

8:00: Second dinner

- Open fire / campfire pizza

9:30: Smores and snacks

12:00: Lights out

##### **Potential Activities:**

- Canjam / cornhole / spikeball
- Fishing (Catch n' Cook)
- Campfire
- Cards

##### **Saturday, June 15th**

9:00: Wake Up

9:30: Breakfast

10:00-12:00 Hang out, clean up.

12:00 Lunch







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## MONTHLY SERVICE CONTRACT

for Naples Central School District [The Client]

### 1. **Scope of Work**

#### ► *Website Maintenance* - [www.naplescsd.org](http://www.naplescsd.org)

- Maintain site freshness
  - regular content updates
  - regular content review for accuracy
- Estimated *Website Maintenance* hours per week: 1-2 hours

#### ► *Social Media*

- Facebook Page
  - *Top Priority*: Building awareness - parents & community
  - *Design*: refresh & possible restart of NCS Facebook Page
  - *Promote*: Encourage parent engagement and page likes through invites and promotion on the Naples Community Page
- Content Curation - Facebook
  - Regularly pull existing content from various sources for redistribution
    - Twitter activity
    - Faculty activity
    - Community
    - Related News & Articles (ex. Tips for selecting a college, etc.)
- Content Creation - Facebook
  - Develop custom content from NCS sources for distribution
    - NCS Website
    - NCS Newsletters
    - NCS Policies
    - NCS Calendar
- Content Distribution - Facebook
  - Post real-time content as needed (ex. school cancellations)
  - Schedule non time-sensitive content (custom and curated content)

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- Engagement Monitoring - Facebook
  - Forward questions to the appropriate person as needed
  - Notify the appropriate people of comments/discussions as needed
  - Answer simple questions as appropriate (ex. contact info, event info, etc.)
- Estimated *Social Media* hours per week: 3-5 hours

## 2. Fees

- Service Contract Fee: \$800/month (\$9,600/year) – billed monthly
- Total Fee Due Upon Signing: \$800 prorated for current month

## 3. Payment Schedule

Total Fee Due Upon Signing (1 <sup>st</sup> month payment)	Due Upon Signing
Service Contract Fee (billed monthly)	1 <sup>st</sup> of the Month

## 4. Terms and Conditions

### 4.1 Term

The Term of this Contract (the “Term”) will begin on the date of this Contract and will remain in full effect until the end of the calendar year. This Contract will automatically renew at the end of each calendar year for an additional one (1) year term. This Contract may be terminated by either party with a full 30 day written notice, at any time.

### 4.2 Payment

The Total Fee Due Upon Signing payable under the Scope of Work is due immediately upon mutual agreement of this contract. Pepper Makepeace LLC reserves the right not to commence any work until the Total Fee Due Upon Signing has been paid in full. Pepper Makepeace LLC may elect at its sole discretion to offer a partial refund depending upon the circumstances.

All payments are due upon receipt. Late payments will be charged a 1.5% compounded monthly late fee beginning 15 days after billing. Should a payment be late, Pepper Makepeace LLC reserves the right to freeze all work until accounts are settled. Payments will be made via PayPal or Check to: Pepper Makepeace LLC, P.O. Box 212, Naples, NY 14512.

### 4.3 Stock Photography Payment Obligations

Stock photography includes most photos and/or images not provided by the client. Stock photography purchased on behalf of The Client for use in website development is billable at a minimum of \$10 per picture. This amount is separate from the Total Fee and hourly fees. Some pictures are more expensive than \$10, in which case Pepper Makepeace LLC will solicit Client approval and communicate the price before purchasing. No fees will be charged unless approved in advance by The Client.

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## 4.4 **Supply of Materials**

The Client must supply all materials and information required to complete the work in accordance with any agreed specification. Such material may include, but are not limited to, photographs, written copy, logos and other printed material. Where there is any delay in supplying these materials leading to a delay in the completion of work, Pepper Makepeace LLC has the right to extend any previously agreed deadlines by a reasonable amount.

**Text Content** – Copy and links needs to be delivered digitally and should be carefully proof-read by The Client.

**Graphical Content** – Images must be provided in digital form, unless otherwise provided for in this contract.

## 4.5 **Ownership of Intellectual Property**

All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design, and trade name (the “Intellectual Property”) that is developed or produced under this Contract, is a “work made for hire” and will be the sole property of the Client. The use of Intellectual Property by the Client will not be restricted in any manner.

## 4.6 **Limited Liability**

The Client alone shall be responsible for the accuracy and adequacy of information and obtaining the required licenses and respect copyright for any and all third part assets including but not limited to fonts, media, and software. Pepper Makepeace LLC cannot take responsibility for any copyright infringements caused by materials submitted by The Client. Pepper Makepeace LLC reserves the right to refuse any material of a copyrighted nature unless adequate proof is given of permission to use such material.

The Client agrees that any liability of Pepper Makepeace LLC relating to this agreement and the services performed shall be limited to the amount of fees actually received by Pepper Makepeace LLC, from The Client under this agreement regarding the services in question. In no event shall Pepper Makepeace LLC be liable for any special, incidental, indirect, cover, consequential, exemplary or punitive damages; any damages based on injury to person or property; or any lost sales, profits or data, even if The Client is told that any such damages may occur.

## 4.7 **Credit**

Pepper Makepeace LLC retains the right to use The Client within its roster of clients. A link to, or graphic representation of, The Client’s website and/or social media profile(s) may be placed on the Pepper Makepeace LLC web site as part of its business portfolio.

## 5. **Acceptance**

Any change to this contract shall be subject to mutual written agreement of the parties.

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IN WITNESS WHEREOF, the parties have so agreed as of the date written below

Acceptance: **The Client**

The Client: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Acceptance: **Pepper Makepeace LLC**

Signature: \_\_\_\_\_

Print Name: Pepper Makepeace

Title: owner

Date: \_\_\_\_\_